

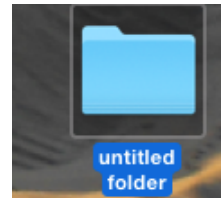
ORGANISING YOUR MAC BY FOLDERS

Everything on your Mac—documents, pictures, music, apps, and more—can be and is organised in folders.

As you create documents or files, install apps, and do other work, you can create new folders to keep yourself organised.

To Create a Folder on the Desktop

- 1 Click the desktop if you want to create the folder on the desktop. Go to File > New Folder> name the Folder by clicking **once** on the folder icon. When it is highlighted type in the name you wish the folder to be called. eg Finances. You can now save any documents or files you have relating to finances in this folder.
You can also have Folders within Folders eg by years.



Name	Date Modified	Size
▶ Finances 2013	Today 3:15 pm	--
▶ Finances 2014	Today 3:14 pm	--
▶ Finances 2015	Today 3:14 pm	--

2. A second approach is to **Click on the desktop**, open **Finder** and navigate to where you want to create the specific folder.

To Move items into folders

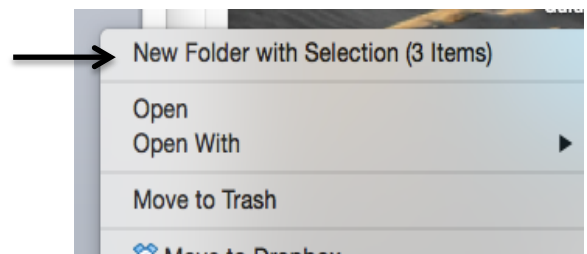
Do any of the following:

- To put an item in a folder- simply drag it to the folder.
- To put several items in a folder:-select the items then drag one of the items to the folder. *To select multiple files or folders, hold down the Command (⌘) key, and then click the items.*
- If you need to keep an item in its original location and put a copy in a folder: *Hold down the Option key, then drags the item to the folder.* The original will stay where you placed it and a copy will be in the selected folder

To Quickly Group Multiple items into a Folder

You can quickly create a folder of items on the desktop or you're your Documents Folder.

- Select all the items you want to group together.

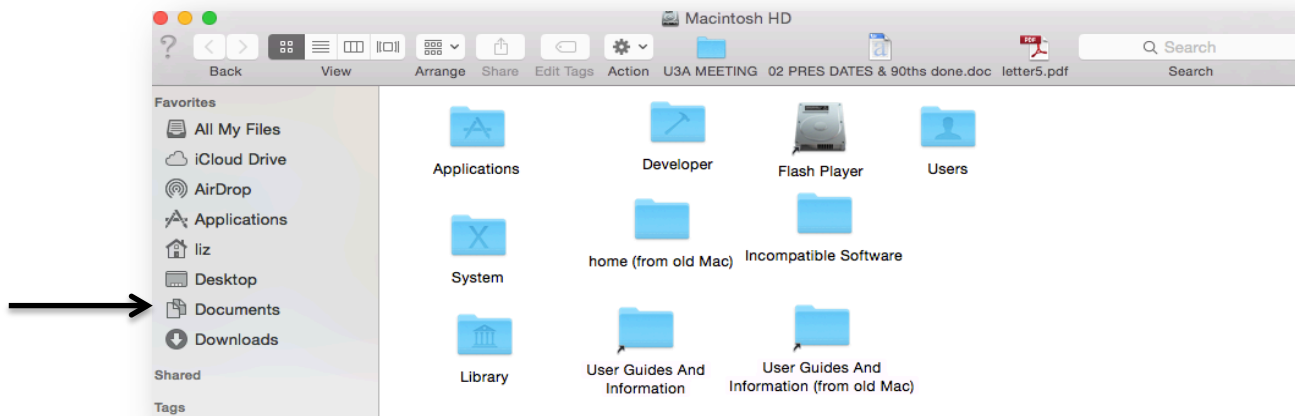


- Control-click one of the selected items, then chooses New Folder with Selection.
- Enter a name for the folder, then press Return

Storing Information in Your DOCUMENTS FOLDER

Creating a Folder in Your Documents Folder

- Click on Your Hard-Drive and open the Documents folder in your sidebar



- Then just Create and Make Folders with the same process explained for Creating Folders On Your Desktop.
- Make sure your folders are named.

BIG HINT ...When saving any document make sure you look to see where the location you are saving that item is. The example below shows the desktop is the location in use.

